
**Procedures for the
Notification of Certification Bodies
and Issuance of Logo Usage Licenses**

Copyright

© PEFC Switzerland 2020

This PEFC Switzerland document is protected by copyright. It is freely available on the PEFC website or on request.

No part of this copyrighted document may be modified or supplemented.
The document may not be reproduced or copied for commercial purposes without the permission of PEFC Switzerland.

Name of the Document: Procedures for the Notification of Certification Bodies and Issuance of Logo Usage Licenses

Titel of the Document: VL 005

Adopted by: Steering committee **Date:** 14.04.2014

Published on: 22.05.2014

Modification: 03.02.2022 **Entry into force on:** 03.02.2022

1. Introduction	4
2. Notification of Certification Bodies	4
3. Issuance of PEFC Logo usage licences	5
4. PEFC Registration System	6
5. Privacy	6

1. Introduction

PEFC Switzerland is responsible for the notification of certification bodies that conduct certification in Switzerland against the PEFC forest management standards and the chain-of-custody standards. It is authorised by the PEFC Council International to issue PEFC logo usage licenses in Switzerland. The documented procedures correspond with the requirements defined by the PEFC Council in the PEFC Guide GD1004:2009.

2. Notification of Certification Bodies

- a) Certification bodies are notified for forest certification (normative document 003 Standards for forest management) as well as for chain-of-custody certification (normative document ND 004 Chain of Custody requirements, corresponds to PEFC ST 2002-2020 by PEFC International) in Switzerland.
- b) The notified certification body complies with the requirements defined by the PEFC Council and PEFC Switzerland (according to the documents VL 002-1 for forest management certification and VL 002-2 for chain of custody certification).
- c) The PEFC notification does not include any discriminatory measures, such as the certification body's country of origin, affiliation to an association, etc.
- d) The PEFC notification is based on a written contract between PEFC Switzerland and the notified certification body. In the contract the scope of the PEFC notification, i.e. type of certification (forest management and/or chain of custody certification), certification standards and the Switzerland as country covered by the notification, is clearly defined.
- e) The PEFC notification is terminated if the certification body does not comply with the contents of the contract or if the preconditions for a notification (e.g. the accreditation) are no longer met or in the case of the cancellation of the contract between the PEFC Council and PEFC Switzerland on the notification of certification bodies in Switzerland.
- f) The notified certification body informs PEFC Switzerland immediately and comprehensively about each certificate issued within Switzerland and about each modification of issued certificates and provides the data required by PEFC international.
- g) The notified certification body charges a fee from the certificate users (according to the Tariffs document SD 002) and transfers the sum of the fees charged within each year to PEFC Switzerland. PEFC Switzerland informs the PEFC Council about the amount of received PEFC notification fees, when requested.

3. Issuance of PEFC Logo usage licences

- a) The PEFC Logo usage licence is issued to an individual or to a legal entity (e.g. forest owner or enterprise) based on the requirements of the normative document ND 005 (corresponds to PEFC ST 2001:2020 of PEFC international). In the case of a forest certification or a multi-site certification of independent enterprises for a chain-of-custody certification, each participant receives an individual logo usage license.
- b) PEFC Switzerland may issue a PEFC Logo usage multi-licence to a holder of a multi-site chain of custody certificate, which covers the whole or a part of the multi-site organisation provided that the central office and the sites are a part of a single legal entity or of a single company with the same management and the same organisational structure.
- c) The PEFC Logo usage licence is based on a written contract (in the case of participating forest owners on the signed declaration of commitment) between PEFC Switzerland and the PEFC Logo user.
- d) The PEFC logo user complies with the PEFC Logo usage rules defined in the normative document ND 005.
- e) The scope of the PEFC Logo usage (depending on whether it is a forest owner, an enterprise of the wood industry or any other user) is clearly defined.
- f) The licence can be withdrawn if there are strong reasons for suspecting that the logo user has not complied with the conditions of the logo usage contract or in the case of cancellation of the contract between the PEFC Council and PEFC Switzerland.
- g) Where unauthorised use has taken place, the PEFC Logo usage licence provides for contractual penalty of one fifth of the market value of the products to which the unauthorised logo use relates, unless the PEFC Logo user proves that such unauthorised use was unintentional. In the latter case, the penalty will be limited to 10000 CHF.
- h) The compliance with the PEFC logo usage rules is surveyed by the certification bodies during the annual audits at the certified enterprises. In addition, PEFC Switzerland tracks all known cases of incorrect logo usage and, where necessary, takes legal action to protect the copyright of the label.

4. PEFC Registration System

PEFC Switzerland registers in a data base:

- a) holders of PEFC forest management and chain-of-custody certificates, including information on PEFC certified products,
- b) PEFC Logo users with a licence issued by PEFC Switzerland,
- c) PEFC notified certification bodies.

The rules of PEFC international, particularly regarding the PEFC Registration System, are followed. PEFC Switzerland ensures that the collected data can be made publicly available by PEFC Switzerland and PEFC international.

5. Privacy

In order to issue a PEFC trademarks usage licence, PEFC Switzerland may collect some personal data on the trademarks users. The personal data collected includes: full name of the contact person, email address and telephone number. This information is necessary for the normal operations of the PEFC certification system. They are made publicly available on the PEFC websites (PEFC Council website and PEFC Switzerland websites), and PEFC Switzerland may share them with third parties limited to and exclusively for certification purposes. These data are indispensable to ensure the PEFC certification system operations, such as to trace validity of trademarks usage licences and certified products, by consumers and third parties.

Personal data on trademarks users are kept public for a duration of five (5) years after the end of the trademarks usage licence validity. Data will then be deleted. Upon request, PEFC Switzerland and PEFC Council may provide trademarks users with information about the personal data it holds. Trademarks users have the right to access or verify their personal data and to have them modified, transferred, corrected or deleted at any time. If the trademarks users would like to exercise one of these data protection rights, they can contact the PEFC Switzerland at info@pefc.ch.

By signing the PEFC trademarks usage contract, the trademarks users agree to this data treatment procedure. In case the trademarks users do not want this information to be publicly available, the PEFC trademarks usage licence shall be cancelled.